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August 13, 2003

To: District and County Superintendents  
State Special Schools  
Charter Schools

From: Geno Flores, Deputy Superintendent  
Assessment and Accountability Branch

Subject: **APPORTIONMENT INFORMATION REPORTS FOR THE 2003-04  
CALIFORNIA ENGLISH LANGUAGE DEVELOPMENT TEST (CELDT)**

Beginning with the 2003-04 CELDT administration, information for determining each district's CELDT apportionment is being handled differently from previous years. The new apportionment window is July 1, 2003 through June 30, 2004. The California Department of Education (CDE) will complete an *Apportionment Information Report* for each district based on the number of answer documents submitted for scoring. District superintendents/charter school directors will receive these completed reports in late January 2005. The superintendents/charter school directors will be required to certify the data and return the certified *Apportionment Information Report* to CDE. District CELDT coordinators continue to be responsible for submitting the *Monthly Certification of Compliance* (accompanies this letter). School districts, including independent charter schools and county offices of education, are required by the Education Code and the California Code of Regulations, Title 5, to submit the attached forms to CDE as part of the CELDT. The data collected through these reports are used for accurately reporting district participation in the CELDT and for calculating the district's apportionment for the program.

#### **Monthly Certification of Compliance**

Attached is the *Monthly Certification of Compliance* form. This form must be signed by the district CELDT Coordinator and submitted to CDE each time a shipment of answer documents is sent to the publisher for scoring.

#### **Apportionment Window**

Current CELDT apportionment window: **July 1, 2003 through June 30, 2004.**

#### **Data Collection Worksheets**

Attached is the *CELDT School Site Collection Form*. This worksheet may be used to collect school level information that will be needed to certify the Apportionment Information Report received from CDE. This worksheet is for local use only and should not be submitted to CDE.

#### **Apportionment Amounts**

The CELDT apportionment is estimated to be \$5.00 (contingent upon appropriation in the annual Budget Act) for each pupil tested. The CELDT apportionment funds are unrestricted funds to reimburse districts for costs associated with the CELDT Program that are above and beyond the CDE statewide contract

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with test publishers. The CDE contract with test publishers covers the costs of all required state program testing materials, scoring and report production. Costs associated with pre-identification services and materials or services not included in the state program are the responsibility of the district.

Districts will receive apportionment funds only after CDE receives certification of the *Apportionment Information Report* and all reports have been processed by CDE.

**Instructions**

Instructions for completing the separate forms are included in this mailing. Carefully read and follow the instructions. The information submitted will impact the district's apportionment. Copies of this letter, forms, and instructions will be available by accessing the CELDT Apportionment Reports web page at <http://www.cde.ca.gov/statetests>. Refer to the top of each form for mailing instructions.

Do not fax the forms. Documents received by fax will not be processed until forms with original signatures are received. If you have questions regarding the apportionment reports, you may contact Jennifer Nelson by telephone at (916) 319-0344 or at [jnelson@cde.ca.gov](mailto:jnelson@cde.ca.gov) by e-mail.

GF:jn

Attachments

cc: District CELDT Coordinators